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October 11, 1954

Mr. Claude E. Hawley  
2430 E Street, N. W.  
Washington 25, D. C.

Dear Claude:

In your memorandum of October 5 you asked me to investigate here possible reasons for delays you have experienced in receiving [ ] mail.

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It is undoubtedly true that on a few occasions, letters that have been dated on a certain day have not been sent out on that day; indeed, occasional letters dated on a Friday may not have been sent out until the following Monday. However, I believe that our normal routine here is such that the delay you report could not be attributable to the minor and very occasional transgressions of the kind just described. We have daily mail service to you from these offices, and unless a letter is written late in the day, it normally is posted on the same day as it is dated. Letters to you no longer go through [ ] at this end, but are addressed to Mr. E. M. Ashcraft, [ ] [ ] tells me that Mr. Ashcraft opens mail addressed to you and routes it to the proper CIA office. [ ] and I are pretty confident that the delays you report are not attributable to our routines here; however, I would certainly want to investigate more closely if you reported that the delays were being experienced only on correspondence over my name and not with letters originating with other [ ] offices.

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I will not make any detailed letter-by-letter check against our postal receipts until you have reported, if you wish to do so, on the existence or nonexistence of delays in Mr. Ashcraft's office. Your letter suggested that you were not aware that all our mail to you now goes to him instead of through [ ] [ ]

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Sincerely yours,

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Executive Assistant  
to the Director

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